GOVERNOR'S METHAMPHETAMINE INITIATIVE GRANT

CHILD ADVOCACY CENTERS

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The entire contents of this section are NEW.

Governor's Methamphetamine Initiative (GMI) Grant Introduction

GOVERNOR'S METHAMPHETAMINE INITIATIVE
INTRODUCTION

Methamphetamine use and production have placed a great strain on social services agencies and have created major problems for families throughout Tennessee. The use and production of methamphetamines is an ongoing problem. Methamphetamine is an addictive stimulant affecting the central nervous system. Tennessee accounts for 75% of the methamphetamine lab seizures in the Southeast.

Methamphetamine manufacturing has added a new casualty to the long list of victims caught in the chaos of drug abuse. In increasing numbers, children of methamphetamine producers have become victimized by their parents' illegal manufacture and use of this substance. These parents neglect their children's development and place them in hazardous living conditions that can cause serious health problems, even death. They are exposed to immediate dangers and to the ongoing effects of chemical contamination. In addition, the child may be subjected to fires and explosions, abuse and neglect, a hazardous lifestyle, social problems, and other risks.

The Tennessee Department of Children's Services estimates that more than 700 children are placed in state custody each year as a result of methamphetamine lab seizures and incidents. Particularly at risk are infants and toddlers living in homes where toxic emissions and residue settle on floors and furniture. Children living in these conditions are at increased risk for severe neglect and are more likely to be abused by family members and others at the site. They may experience the added trauma of witnessing violence or watching the police arrests their parent. Without effective intervention, many will imitate their parents and caretakers when they become adults, engaging in criminal or violent behavior.

CHAPTER 1
GOVERNOR'S METHAMPHETAMINE INITIATIVE
ELIGIBLE SUBRECIPIENTS

I.   ELIGIBLE PROGRAMS

Priority will be given to Child Advocacy Centers experiencing the highest number of methamphetamine lab seizures per capita. Children Advocacy Centers are child friendly multidisciplinary programs that allow professionals from child protective services, law enforcement, criminal justice, victim advocacy agencies, and the medical and mental health communities to work in a collaborative way to better serve children who have been victimized. The goal of a Child Advocacy Center is to ensure that children are not re-victimized by the very system designed to protect them.

Child Advocacy Centers successful in receiving dollars allocated in the Governor's Meth-Free Tennessee Grant Initiative for Child Advocacy Centers will be organized around the following core outcome indicators:
- Victims experience a decrease in the frequency and/or intensity of abuse-related symptoms.
- Victims experience increased safety.
- Victims experience empowerment.
- Victims recognize agency support of client.
- Victims report that they have identified a victim support system.
- Victims know how to access available resources.

- Shelters, law enforcement, legal services, health care, schools, prosecutors and other community agencies report improved working relationships with the agency on victim services matters.
- Victims express satisfaction with services.

CHAPTER 2
GOVERNOR'S METHAMPHETAMINE INITIATIVE
PROGRAM PURPOSE AND REQUIREMENTS

I. **PROGRAM PURPOSE**

The Governor's Meth-Free Tennessee Initiative for Child Advocacy Centers shall be used to fund contracts to Child Advocacy Centers to support their services to drug exposed children. A Family Advocate will provide client services to drug endangered children and their families in a child friendly environment. This initiative will put services in place to respond to the methamphetamine epidemic in Tennessee and is part of the Governor's Methamphetamine Initiative designed to respond to the epidemic.

II**. PROGRAM REQUIREMENTS**

The Governor's Meth-Free Tennessee Child Advocacy Center Grant Initiative shall be used to support the cost of training, personnel, travel, and operational expenses relating to the client services provided to drug exposed children in Tennessee and their families. Child Advocacy Centers receiving funds to provide these client services must be able to demonstrate a record of providing effective services to child victims and non-offending parents.

CHAPTER 3
GOVERNOR'S METHAMPHETAMINE INITIATIVE
REPORTING REQUIREMENTS

Child Advocacy Centers must adhere to all reporting requirements and timelines for submitting the required reports.

      A.   Semi-Annual Outcome Report
      B.   OCJP GMI Quarterly Output Report
      C.   Annual Outcome Reporting
      D.   Projected Output Report

These reports are used to monitor projects, fulfill federal grant reporting requirements, provide information for state strategies, assist OCJP in determining project success and funding allocations, and initiate monthly payments to the GMI subrecipient. **Examples of each form are provided in GMI Appendix A. Forms may be reproduced locally, but should maintain the original format and content.**

The subrecipient is required to gather and maintain statistical data relating to grant project activities as required by the Office of Criminal Justice Programs. The data collected should support the information submitted on the semi-annual and annual reports. OCJP may periodically request to see the back-up data that supports the information submitted on your semi-annual and annual output and outcome reports.

The Project Director is responsible for timely submission of completed **program and fiscal** reports.
Note: Inability to submit required reports in a timely fashion is considered failure of a required contract obligation.

A.   **Semi-Annual Outcome Reporting:** outcome reporting is required of all subrecipients at mid-year. **Semi-annual Outcome Report covers the period July 1st through December 31st**. Outcomes are benefits resulting for the participants from the program activities. OCJP is interested in collecting project outcome data based on the "core outcomes" by project type. The Semi-Annual Outcome Report will be available on our website at **http://www.state.tn.us/finance/rds/ocjp.htm** and should be submitted to OCJP by January 31st. (See **GMI Appendix D** for Required Client Outcome Indicators and Measures)

B.   **OCJP GMI Quarterly Output:** Each subrecipient is required to submit specific grant performance data using the OCJP provided form no later than 15 days following the end of the quarter for which the information is being submitted. **See GMI Appendix A**

C.	**Annual Outcome Reporting:** The second outcome report is required at the end of each contract year. **The Annual Outcome Report covers the period of January 1st through June 30th**. The Annual Outcome Report should be submitted to OCJP by July 31st. **Community and/or Collaborator Surveys** (as required based on your program type) cover the period **July 1-June 30**. The Annual Outcome Report will be available on our website at **http://www.state.tn.us/finance/rds/ocjp.htm** . The Community and/or Collaborator Survey Reports should be reported annually to OCJP by July 31. (See **GMI Appendix E** for Sample Victim/Community/Collaborator Surveys)

NOTE: Subrecipient programs are not required to use client surveys to collect required **core outcome data**, but they are required to provide data addressing the core outcome indicators and measures for your specific project type, using a standard five-point scale (Strongly Agree to Strongly Disagree) for all client feedback and satisfaction data. Subrecipients should not change the substance of the core outcome measures. Subrecipient agencies may choose to use other available data sources to further validate and verify subrecipient data i.e. exit interviews, case notes, focus groups, staff observation, etc.   **Data based on staff observations should be submitted as supplemental and NOT mixed with client feedback data.**

Data may be collected on the required satisfaction measures separately from participant outcome data in order to assure confidentiality. If a separate process is used to collect data on the required satisfaction measures, that process must be separately described in the logic model project narrative.   **See Appendix G Rules/Guidelines for OCJP Required Data Collection**.

D.	**Projected Outcome Report:** Projecting outputs is a requirement of all subrecipients at the beginning of each contract year. Subrecipients are asked to project the number of outputs to be achieved during the upcoming contract year. Projected output reports should be submitted by July 31st for the upcoming contract period July – June. The data will assist OCJP in evaluating the planned versus actual activities funded through the grant.

GMI REPORTING SCHEDULE

Name of Report	Dates Covered	Date Due	Person Sent To
A. Semi-Annual Outcome Reporting	July 1-December 31	January 31st	SUBMITTED AS AN ONLINE REPORT
B. **OCJP GMI Quarterly Output Report**	1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	1st Quarter/10-15 2nd Quarter/1-15 3rd Quarter/4-15 4th Quarter/7-30	**Program Manager** Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700
C. Annual Outcome Reporting	January 1-June 30	July 31st	SUBMITTED AS AN ONLINE REPORT
D. Projected Output Report	Upcoming Contract Period July to June	July 31st	SUBMITTED AS AN ONLINE REPORT
E. **Policy 03 Quarterly Expense and Revenue Report (Non Profit Agencies Only)**	1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	1st Quarter/10-15 2nd Quarter/1-15 3rd Quarter/4-15 4th Quarter/7-30	**Janet Stewart** Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700 **Janet.Stewar@state.tn.us**
F. **Tennessee Department of Finance & Administration Invoice for Reimbursement**	Prior Month	Monthly	**Office of Business & Finance** Department of Finance and Administration 20th Floor Tennessee Tower 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700 **OCJP INVOICE@state.tn.us**
G. **Project Equipment Summary Report** **(If applicable)**	Current Fiscal Year	30 days past the end of the State fiscal year (July 31)	**Program Manager** Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700
H. **OCJP Quarterly Program Income Summary Report (Government Agencies only)** **(If applicable)**	1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	1st Quarter/10-15 2nd Quarter/1-15 3rd Quarter/4-15 4th Quarter/7-30	**Janet Stewart** Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700 **Janet.Stewar@state.tn.us**

PLEASE PAY CLOSE ATTENTION TO THE LAST COLUMN AND SEND REPORTS TO THE PERSON LISTED.

CHAPTER 4

GOVERNOR'S METHAMPHETAMINE INITIATIVE

ALLOWABLE COSTS

Allowable costs are those cost principles identified in **OMB Circular A-87** for State and local Government, **OMB Circular A-122** for Non-Profit Organizations, and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

Funds allocated through the Governor's Meth-Free Tennessee Grant Initiative for Child Advocacy Centers will be used to provide services to drug exposed children and their non offending family members. Allowable costs include
- staff training
- travel
- personnel expenses
- operational expenses

See OCJP Administrative Manual, **Chapter XIV**-Allowable Costs

CHAPTER 5
GOVERNOR'S METHAMPHETAMINE INITIATIVE
UNALLOWABLE COSTS

See OCJP Administrative Manual, **Chapter XV**-Unallowable Costs

A. **PERFORMANCE MEASUREMENT (See GMI Appendix F)**
   1. The Office of Criminal Justice Programs, like all funders, wants to be a responsible steward of limited federal and state grant money. To accomplish this goal, OCJP works to assure that grants are awarded to agencies that can demonstrate they make a difference for clients. The change in focus, for subrecipient agencies, from outputs to outcomes has provided OCJP with the opportunity to work with our subrecipient agencies

      a. to equip them with the tools and experience they need to manage their operations
      b. to demonstrate their accountability.

   2. OCJP is interested in subrecipient agencies improving performance, not simply in quantifying their effort. It has been demonstrated that agencies that want to survive and flourish must make significant efforts to continually improve performance and to be able to prove it with verifiable measurements

   3. Although <u>output</u> data is still important and will continue to be collected and submitted to our federal funders, <u>outcome</u> data has provided us with information related to the results of agency efforts on the clients the OCJP/subrecipient partnership serves. Outcome information describes some change in the participant's condition and establishes the benefits of the funding in measurable terms.

   4. There are basically three reasons for attending to client outcomes:

      a. To Improve Program Performance - Agencies exist to help clients find better lives. Agencies want clients <u>safer</u>, <u>more informed</u>, <u>aware of their options and exercising better judgment</u>. Subrecipient agencies need solid information about how well their clients are doing in order to continue improving the quality of their programs.

      b. OCJP and other funding sources must be in a position to make funding decisions:

         • When funds are available, funding agencies need information on results to decide which service models to support

         • When funds are limited, funding agencies must be able to direct limited resources toward approaches known to work.

c. To Meet Federal Reporting Requirements.

5. OCJP will continue to expect programs to use the logic model to describe how their grant-funded project theoretically works to benefit the target group. OCJP will also continue to collect and use output and outcome information as we manage our federal grants.

6. OCJP does not collect information with which to compare one program or project with another. However, OCJP publishes data on our website by which any agency can compare their own data with data reported by like projects.

B. **OCJP DECISION-MAKING**

1. OCJP conducts a Performance Management Reviews (PMR) of each subrecipient contract each year. The performance review process consists of a detailed weighing system which provides a historical perspective of past and present subrecipient performance.

2. The PMR consists of the following criteria, based on a 100-point scale: (See **GMI Appendix F**)

   a. **Integrity of Program Design** – the logic model description of the program (20%)

   b. **Reporting History** – compliance with output and outcome reporting requirements. (20%)

   c. **Program Performance** – considering compliance with victim and community/collaborator outcome measurement requirements; notification to OCJP of pertinent changes; history of spending; program manual understanding and overall program effectiveness. (40%)

   d. **Contract Monitoring** –ratings will examine program and fiscal findings. (20%)

3. OCJP will make funding/allocation decisions based on:

   a. Performance Management Review Ratings
   b. The funding priorities and requirements of the funding source
   c. Ensuring that funds are allocated across the state in a defensible and equitable manner.

REPORTING PERIOD: ☐1st Quarter   ☐2nd Quarter   ☐3rd Quarter   ☐4th Quarter

_____

Agency Name   Grant Number

_____

Address   City   State

_____

Person Completing Report   Phone Number   Fax Number

I.   Indicate the number of children served by your Meth Initiative project during this reporting period. Each child should be counted only once. **Numbers are to reflect ONLY children served under the GMI grant not your entire agency.**

	Number Served
1. Meth Endangered Children	
2. Other Drug Endangered Children (Please specify below drug(s) involved)	
3. Non offending Parent/Caregiver	
TOTAL	

II.   Provide the total number of children (not the number of services provided) receiving each type of service through your project. See instructions for definitions of each service. **Numbers are to reflect ONLY children served under the GMI grant not your entire agency.**

Service Provided	Number Of Children Served	Number Of Adult Caregivers Served
1. Medical Evaluation		
2. Education Evaluation		
3. Crisis Counseling		
4. Therapy		
5. Group Treatment		
6. Information/Referral (in person)		
7. Personal Advocacy		
8. Other (specify)		

III. Indicate the number of victims provided services according to their race or national origin (total must equal the total in Section I). **Numbers are to reflect ONLY victims served under the GMI grant not your entire agency.**

National Origin	Number Of Children Served	Number Of Adult Caregivers Served
1. European American		
2. African American		
3. Hispanic		
4. Asian or Pacific Islander		
5. American Indian		
6. Other (specify)		
7. Total		

IV. Identify each victim served by sex (total must equal the total in Section I). **Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.**

Sex	Number Of Children Served	Number Of Adult Caregivers Served
1. Female		
2. Male		
3. Total		

V. Indicate the number of victims served according to age group (total must equal the total in Section I). **Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.**

Age Group	Number Of Children Served
1. 0 - 1 yr.	
2. 2 yrs. – 4 yrs.	
3. 5 yrs. – 9 yrs.	
4. 10 yrs. – 12 yrs.	
5. 13 yrs. – 18 yrs.	
6. Total	

OFFICE OF CRIMINAL JUSTICE PROGRAMS
GMI QUARTERLY OUTPUT REPORT FORM INSTRUCTIONS

Check the appropriate box to indicate the quarter for which the report is being submitted.

Agency Name: Enter the name of your agency.

Grant Number: Enter the grant number (begins with "Z") from your contract.

Address, City, State, Zip: Enter the complete address for your agency.

Person Completing Report: Enter the name, phone number, and fax number of the person completing the report.

I.   Indicate the number of children and non-offending parents/caregivers served for the quarter for which the report is being submitted..

II.   Enter the total number of children and/or non-offending parent/caregiver (not number of services provided) served by service type for the quarter. For example: an agency provides 10 therapy sessions with 10 victims attending. This would be counted as 10 therapy sessions.

III.   Indicate the total number of children and/or non-offending parent/caregivers (for the quarter) receiving services for the year according to their national origin. Please **do not add** additional categories.

IV.   Indicate the total number of children and/or non-offending parent/caregivers (for the quarter) receiving services by gender.

V.   Indicate the total number of children served (for the quarter) according to their age category.

GOVERNOR'S METH-FREE TN INITIATIVE FOR CHILD ADVOCACY CENTERS

BUDGET REVISION FORMS

http://www.state.tn.us/finance/rds/manuals.htm

After web page opens please scroll to the bottom of the screen to locate the appropriate fund source and click

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box.   Click "Go".   Then follow the instructions above this paragraph.

PROGRAM LOGIC MODEL

Click the link below to be taken to the Logic Model:

http://www.state.tn.us/finance/rds/logic.pdf

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box and click go.

REQUIRED CLIENT OUTCOME INDICATORS AND MEASURES

Click the link below to be taken to the Client Outcome Indicators and Measures:

http://www.state.tn.us/finance/rds/coreout.pdf

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box and click go.

SAMPLE VICTIM/COMMUNITY/COLLABORATOR SURVEYS

Click the link below to be taken to the Client Satisfaction Survey:

http://www.state.tn.us/finance/rds/victimshomepage.htm

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box.   Click "Go" and follow the instructions listed above.

VICTIM SERVICES CONTRACT PERFORMANCE REVIEW PROCESS

Click the link below to be taken to the Project Management Review Description:

http://www.state.tn.us/finance/rds/PMR07.pdf

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box and click go.

RULES/GUIDELINES FOR OCJP – REQUIRED DATA COLLECTION

Click the link below to be taken to the Rules/Guidelines for OCJP – Required Data Collection:

http://www.state.tn.us/finance/rds/datacoll07.pdf

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click "Go."